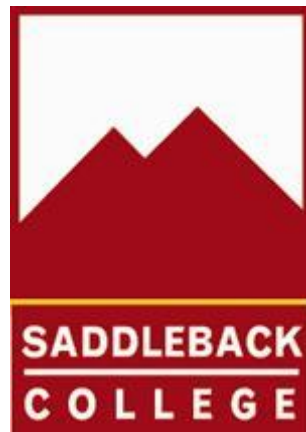


Saddleback College

Program Review for Cinema-Television-Radio



Submitted on December 13, 2011

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Section 1 – Program Overview

A: The Mission of the Program and its Link to the College's Mission and Goals

A1: Mission of the Cinema-Television-Radio Department

The Cinema-Television-Radio Department provides students with hands-on experience and a strong foundation upon which students will build their artistic talent and hone the practical skills to make their creative talent marketable and employable.

A2: Goals of the Cinema-Television-Radio Department

The main emphasis is on character building in the Cinema-Television-Radio classrooms. Students have to demonstrate excellent work ethic and show respect for each other. This collaborative environment engenders integrity, discipline, leadership, reliability, magnanimity and professionalism. These life skills are applicable in any career path students may choose in the future, whether or not it is in the entertainment industry.

On this foundation, the Cinema-Television-Radio Department set the goals at:

- preparing students with the knowledge, skills, and hands-on experience needed for both entry-level and advanced employment in media production
- providing skill-upgrading for working professionals in the media production industry
- preparing students of Cinema-Television-Radio for transfer to 4-year institutions through articulated course offerings and AA and AS degree programs and occupational skill awards
- providing certificate programs and skill award programs that help students excel a competitive job market
- providing general education classes
- giving students internship opportunities in media production in and around Orange County and Los Angeles County

B: Historical Background and Unique Characteristics of the Program

B1: Historical Background

Instruction in the radio, television and film at Saddleback College began in 1974 (the department name changed from Communication Arts to Cinema-Television-Radio in 2010. Television instruction covers basic equipment operation as well as the production of television programs that are distributed via cable. Saddleback College television programming is now seen from Newport Beach and Tustin to Camp Pendleton.

In 2003, the Communication Arts Department started the Saddleback Film Festival. The festival has changed the venues and affiliates, but last few years, it has been an integral

part of the prestigious Newport Beach Film Festival. Many colleges and universities in Orange and Los Angeles Counties including Orange Coast Community College, Chapman University, CSU Fullerton, and USC hold showcases in this annual event, but we can proudly say that ours is one of the most outstanding, popular and successful showcases among them.

KSBR began broadcasting in 1975 when the FCC granted an educational license to the Saddleback Community College District. On May 7, 1979, KSBR increased the station's coverage area to include Orange County and North San Diego County. It began operation as a National Public Radio affiliate.

B2: Unique Characteristics

The Cinema-Television-Radio department is proud of teaching students career technical skills and giving hands-on experience in media production, including radio, television, film, sound and post-production, and screen acting and voice performance, while concurrently preparing them for transfer to a four-year college.

What makes the Cinema-Television-Radio Department at Saddleback College particularly unique is the fact that we can utilize four major assets in our pedagogy: (1) KSBR FM 88.5 (2) Cox Channel 39 (3) Annual Saddleback Film Festival at the Newport Beach Film Festival and (4) The internship program. The Cox Channel 39 programs including Cinema-Television-Radio student projects can be viewed on demand anytime through the Saddleback College website. While many community colleges in Southern California offer radio, television and film courses, few have regular distribution channels. These assets further enhance students' learning experience and give them a huge advantage in creating and enhancing their resume.

C: Progress since the Last Program Review

The Cinema-Television-Radio Department has seen dramatic progress and changes in many different areas since Spring 2010, when our last program review was submitted.

First and foremost, we are proud of the fact that more Cinema-Television-Radio students are successful in transferring to four-year colleges, finishing certificate/skill achievement programs, finding jobs in the media production industry, and winning awards at film festivals. The Board of Trustees have recognized our student success not once but twice at their meetings in the last couple of years.

Another positive change for us was the hire of a new full time faculty member as well as the hire of a part-time staff member. Due to our own success, the department has seen a tremendous growth in enrollment and classes offered. We requested these two hires for three years to accommodate with the growth. Our requests finally materialized in 2011, but we are still significantly shorthanded in both areas.

We also had one visible change – the department name has become Cinema-Television-Radio from Communication Arts so that the appellation could reflect what we do, who we are and what we provide. This change has attracted more awareness than we expected from future students and high school instructors. All of our current students

feel that this new change more accurately reflects the training that they receive in order to attain their educational and professional goals.

D: Discussion on How SLOs Have Been Utilized

The Cinema-Television-Radio has created three department-wide SLO's for our courses. The three department SLO's are:

1. 70% of the Cinema-Television-Radio students will score 70% or higher on the comprehensive skill exams in the production classes at the end of the semester.
2. 70% of the graduates of the Cinema-Television-Radio Program have produced a project on a reel in the field they are interested.
3. 70% of the responding students for a survey feel confident and ready for a job market or transferring to a four-year institution in the Cinema-TV-Radio discipline, based on the skills and knowledge they gained in our classes.

The data from the Spring 2010 classes show:

1. 75.2% of the students meet SLO #1
2. 81.1% of the students meet SLO #2
3. 91.8% of the students meet SLO #3

It is encouraging for the department that more than 90% of the students have created a reel that demonstrates their skills in production, even if the success on the comprehensive exams is slightly lower, since the department is proud of giving hands-on experience to students. We strongly believe the rigor of the classes is well rewarded.

E: Current Strengths, Opportunities, and Challenges

E.1: Current Strengths

The Cinema-Television-Radio Department at Saddleback College has strengths in four areas: production and distribution opportunities, facilities and equipment, faculty and staff experience, and internship opportunities.

Students have numerous opportunities to produce, direct, and edit radio, television and film projects in our classes. Their productions can be broadcast on Saddleback College's own Channel 39 and KSBR radio station or shown in the Saddleback Film Festival. Many student projects have been also screened in highly competitive film festivals as well, while placing quite a few students into the job market.

The Cinema-Television-Radio Department has state-of-the-art, RED ONE high-definition camera systems and Panasonic AG-HPX500 high-definition camera systems. The high end equipment enables the instructors to teach various applications widely used in the industry. We have also made our studio facilities HD capable, which is a huge boon for high-end television production.

We also have two computer labs with 25 Intel-chip Macintosh computers in each room. Most of our classes heavily rely on the latest computer technology, and we have drastically expanded our program in the last five years. In addition to that, the department became an official training center of Final Cut Pro in 2008 (we are one of the few educational institutions certified by Apple as a training center in Southern California). We have been upgraded to Final Cut Pro X. With the new lab, we will be able to ease class scheduling conflicts and achieve our full potential.

Our full-time and part-time instructors, staff members and advisory committee have rich industry background and keep updating their skills and knowledge by working on professional productions in their respective specialties. Our instructors can share the most updated information with students in our classes, while stressing the importance of traditional values such as work ethics, communication skills and professionalism.

E.2: Current Opportunities

The media production industry is ever-changing due to technological evolution and advancements. This has created more job opportunities and the demand for new and innovative talent is greater than ever. Cinema-Television-Radio students, through our emphasis on hands-on experience, keep updated on the development of media technology and are never left behind. Their training gives them a competitive edge as they pursue a myriad of media technology opportunities in every aspect of the industry.

Through our network of internships, students are also able to have real world experience even while being in school, which gives them a head-start in seeking career opportunities.

E.3: Current Challenges

One of our biggest concerns now is the relocation of our department. We have been relocated to the Village with the studios housed in the former Gaucho Strength Center, while our classroom space is in Village 5. This relocation took place due to the renovation of the library building. This renovation has created an uncertain future for our department in terms of our goal to have a location where Cinema, Television and Radio can work together. The floor plan of the new library building changes every time they are presented to us. Currently we are not exactly sure where we will be and what space we will be allocated next year. This issue is discussed in detail in the Needs Assessment section.

Of course, the budget cut we are facing is of vital concern for the department and its mission to provide students with professional training. The support from the college and the district is decreasing, and we have to rely on other sources more and more. Fortunately, we have won two grants during the last three years – VTEA and CTE/WIP (Career Technical Education/Work Initiative Program), which have enabled us to upgrade our equipment and facilities. However, VTEA is finished and we are in the final year of CTE/WIP. We have mainly used the CTE grant to strengthen out ties with local high schools and improve the quality of secondary education, which eventually makes our own program better. The dilemma of how we can maintain an industry standard quality of education in the long term with minimum support from the college and the district is of paramount concern.

Finally, and more importantly we are now facing a sudden shift in the growth policy by the Administration. In the past, we were encouraged to grow, and we followed that directive. But we are suddenly being told that we have to curtail this growth. This sudden administrative shift in policy will adversely compromise our departmental philosophy and mission. We offered more courses and covered a wider area of the discipline. We hired more part-time instructors, who are working professionals. Now we are offering top-notch education to students, and many Cinema-Television-Radio students believe we are one of the best, if not the best, public colleges in the nation. However, the shift of the policy will compromise our achievement and success.

Section 2 – Review Report

A: Faculty and Staff

In 2010-2011, the Cinema-Television-Radio Department consists of:

- Three full-time instructors*
- 17 part-time instructors teaching semester-long classes
- Two part-time instructors teaching weekend special topics classes
- One full-time KSBR radio operations director who also teaches a radio production class
- One full-time KSBR radio news director
- Two full-time department video production specialists
- One part-time instructional assistants (55%)*

*We added a new full-time faculty member and a part-time staff member in Fall 2011.

The faculty and staff members have significant professional backgrounds, which is one of the strengths of the department. Most of them are working professionals such as a film producer, commercial director, TV show producer, radio host, documentary filmmaker, cinematographer, senior film editor, sound designer and screenwriter, and they are actively engaged in a variety of projects. Their projects have been theatrically released, broadcast regionally, nationally and internationally and shown at museums and film festivals. Their industry experience helps students learn production skills in a professional manner. Students are updated with the most recent technological changes in the industry and have a variety of internship opportunities due to our professional network.

Meanwhile, the department has become more dependent on part-time faculty as we have seen significant growth in the last few years. The number of annual course sections offered has increased from 58 in 2006-07 to 93 in 2010-11, which proportionally has resulted in the increase of enrolment from 2,014 to 3,280.

Table A-1: Fall and Spring Census Day Enrollment Summary Reports for Cinema-Television-Radio*

	Section Counts	ENR	OSH	FT Equivalent Faculty	Faculty FT	Faculty PT	Staff FT/PT
10-11	93	3,281	266.9	23.2	3	19	5
09-10	87	3,216	264.0	20.7	3	18	5
08-09	89	2,991	238.5	21.0	3	17	5
07-08	77	2,617	196.5	18.4	3	13	6
06-07	58	2,014	124.0	14.0	3	14	6

- Source: SOCCCD MIS Data Warehouse October, 2011 (All of the data used in this report was provided by Shouka Torabi of MIS Data Warehouse in October, 2011.)

In these five years, the number of full-time faculty remained at three. Thus, we became more and more dependent on part-time instructors, and the number of the part-timers increased from 13 in 2007-08 to 19 in 2010-11. This situation created instability in the department. Due this dependence on part-time instructors, we had the added challenge of a few part-time instructors leaving the teaching assignments right before the semester started. We had to scramble to find replacements so that we did not have to cancel classes and impede the educational goals of students committed to completing the certificate programs and those preparing to transfer to a four year colleges. There were also cases where part-time instructors taught multi-section courses. In this case, it was sometimes difficult to ensure that all students enrolled would get the same student learning outcomes.

We added a new full-time faculty member in Fall 2011. However we continue to have the difficult challenge of being able to assist students who are working on many projects throughout the semester. Our department is also located in three different locations on campus. Two locations are a quarter mile away from each other while KSBR is 1 ¼ miles away from the Audio Labs and a mile away from the Television Studio. Part-time faculty cannot be available as much as full-time can, to assist students and meet students' needs. For the same reason, even if we finally hire one more part-time staff member to fill the void created by the retirement of a full-time TV production specialist we are still operating with a deficit. We clearly need one more part-time staff member who can supervise various course assigned projects produced by students while supporting instructors in the practicum lessons of media production.

B: Curriculum and Instruction

B1: Curriculum

Students' Educational Goal

The Cinema-Television-Radio Department is proud of teaching students career technical skills and providing hands-on experience in media production including radio, television, film, sound and post production as well as screen acting performance for television and film and voice performance for commercials, books on tape and radio drama. While the majority of the students take classes to learn the ABCs of media production, some of them have already had professional experience in areas including news production, sports broadcast, industrial video and commercials and take classes to upgrade their skills.

Getting students ready for transfer to a four-year college is another important goal for the department. Among the students enrolled in our classes, the rate of the students planning on transferring to a four-year college has slightly gone up from 59.4% in 2005-06 to 61.3% in 2010-11. This increase came with the increase of enrollment. Meanwhile, the percentage of the students who are taking classes to acquire and upgrade job skills and/or earn certificates have decreased from 35.5%% in 2005-06 to 16.6% in 2010-11 (Table B1-1). However, the number of students in this group has not changed dramatically. It was 481 students in 2005 and 417 in 2010.

Table B1-1: Cinema-Television-Radio Student Profile – Educational Goal

Educational Goal	2005-06	2006-07	2007-08	2008-09	2009-10	2010-11
Obtain a Bachelor's degree after Assoc.	451	610	803	940	1,074	1,099
Obtain a Bachelor's degree w/o Assoc.	167	202	247	303	348	342
Undecided on goal	183	205	295	286	294	259
Obtain a voc certificate and transfer	187	206	185	171	133	97
Prepare for a new career	104	87	82	100	77	87
4 yr col std taking crs to meet 4 yr requirements				73	152	246
Complete credits for HS diploma or GED	52	31	76	78	85	81
Personal Development	65	55	58	87	68	65
Discover/develop career interests	58	55	57	51	67	73
Advance in current job/career	37	29	49	50	40	41
Obtain two-year voc. degree w/o transfer	24	21	31	21	23	23
Improve basic skills	14	14	22	25	25	26
Obtain a non-voc degree w/o transfer	5	12	21	18	32	36
Obtain a voc certificate w/o transfer	6	12	12	15	18	25
Maintain license	2	4	2	1	4	5
		7				
To move fr NCR coursework to CR coursework				1		2
Total Students	1,355	1,550	1,940	2,220	2,440	2,507

Articulation

For students to transfer to a 4-year institution, articulation is a big issue. We have individual agreements with each of the California State University campuses for course articulation. Currently, the following eleven introductory courses are generally accepted for articulation at CSU:

- CTVR1 – Mass Media and Society
- CTVR3 – The History and Appreciation of American Cinema
- CTVR5 – The History and Appreciation of International Cinema
- CTVR7 – Cross Cultural Cinema
- CTVR9 – Women in Film
- CTVR31 – Film Production I
- CTVR40 – Television and Film Scriptwriting I
- CTVR100 – Introduction to Radio, TV and Film

- CTVR101 – Video Production Basics
- CTVR110 – Radio Production
- CTVR124 – Television Production I

Meanwhile, the following nine courses are transferable as electives to the UC system:

- CTVR1 – Mass Media and Society
- CTVR3 – The History and Appreciation of American Cinema
- CTVR5 – The History and Appreciation of International Cinema
- CTVR7 – Cross Cultural Cinema
- CTVR9 – Women in Film
- CTVR31 – Film Production I
- CTVR32 – Film Production II
- CTVR40 – Television and Film Scriptwriting I
- CTVR42 – Television and Film Directing

The departmental program review team is currently creating the list of the courses articulated with CSU campuses, including Fullerton, Long Beach, Northridge, Los Angeles, Monterey Bay, San Diego State, San Francisco State and San Jose State.

Certificate Programs

In 2006, the program review team of the Cinema-Television-Radio identified a few problems in the certificate programs and started seeking changes. First, the specialties in the general certificate program included only television and radio, not film. However, Film Production I and II were two of the most popular courses in our department, and what was taught in the classes, narrative film production, was vastly different from what students do in television/radio courses that were geared to more reality-based production. Second, students today tend to be interested in a specific area of production such as production management, lighting, screenwriting, and sound recording. Thus, it was necessary to create specialty certificate programs, which had specific areas of concentration and required fewer units than the general certificate program did. So, we drastically rewrote our certificate program.

Now, the Cinema-Television-Radio Department offers the certificate program with six different specialty areas and six skill awards:

1. Cinema
2. Television
3. Radio
4. Post-production
5. Critical Studies
6. Screen Acting and Voice Performance

The certificate program prepares the student in all areas relating to the understanding and use of electronic media, with particular emphasis on hands-on experience. Employment possibilities include: producing, directing, on-air talent, editing, and numerous other vocational opportunities. This program provides and encourages both field and studio work in the student's area of specialty (Cinema/Television/Radio). Coursework includes participation in internships at various stations and facilities.

Access and Productivity

The number of the classes the Cinema-Television-Radio Department offers has increased in the last six years (Table B1-2). The number of sections offered has seen a 55% increase from 60 to 93, while enrolment has almost doubled. Our productivity has been between 450 and 500, which is below the college average. However, this is because we offer CTE production classes that cannot take more than 25 students due to the limited capacity of our facilities.

Table B1-2: Access and Productivity

	Secs	C1 ENR	Productivity WSCH/FTEF	Students per section
10-11	93	3,281	472	35.3
09-10	87	3,216	495	37.0
08-09	89	2,991	460	33.6
07-08	77	2,617	457	34.0
06-07	58	2,014	476	34.7
05-06	60	1,751	443	29.2

The articulation patterns of our courses with CSU and UC indicate that one third of the classes are lower-division introductory courses at a four-year institution, while two-thirds are advanced skill courses. This distribution gives students a variety of choices to meet with their respective goals, whether it is transfer, skills and/or certificates. The distribution helps us increase our productivity, even if advanced production classes cannot accept too many students in order to give students true hands-on experience. The average enrollment of a class has been between 33 and 37 students excluding 2005-06. Considering the fact that most classes have a cap at 25 students, our program is very productive.

B2: Instruction

Instructional Resources

One of the major advantages Saddleback's Cinema-Television-Radio Department has over other two-year and four-year programs is its instructional use of two broadcast outlets, Cox Channel 39 and KSBR, the campus radio station.

Film projects and TV shows by Cinema-Television Radio students have a chance to be broadcast on it, if the quality meets the channel's standards. The best student projects produced in classes such as Film I, Film II, Television I, Television II, documentary Production and Radio-Television News and Public Affairs are always on air.

For radio, the Radio Production (CTVR110) and Radio Broadcasting (CTVR113) classes are required for broadcasting on radio station KSBR. Then, the Broadcasting on KSBR Radio class (CTVR115) is dedicated for activities at KSBR-FM including on- air broadcasting, programming, promotions, sales, and music.

Advisory Board

The Cinema-Television-Radio department's advisory board also includes industry professionals with significant experiences and achievements. They keep faculty, staff and students current on technological and aesthetic development in the industry. Their advice is critical to the department so that the curriculum can provide students with skills that are in demand today. The current board members are:

1. Norm Jones – Owner of Air Hollywood
2. Chip Walsh – Trabuco Hills High School instructor
3. Robert Kopecky – Provost Emeritus, Irvine Valley College
4. Susan Berkompas – Chair of Theater Arts Department, Vanguard University
5. Karyn Bower – Journalist, Orange County Metro
6. Peter Shafron – California Attorney
7. Gordon Spencer – Cox Communications Entertainment
8. Kiku Terasaki – Chapman University Instructor
9. Ed Rakochy – Cinematographer

We held the latest advisory meeting on Thursday, June 16th, 2011.

Course Offering and Enrollment

In the last three years, the Cinema-Television-Radio Department has created thirteen new courses:

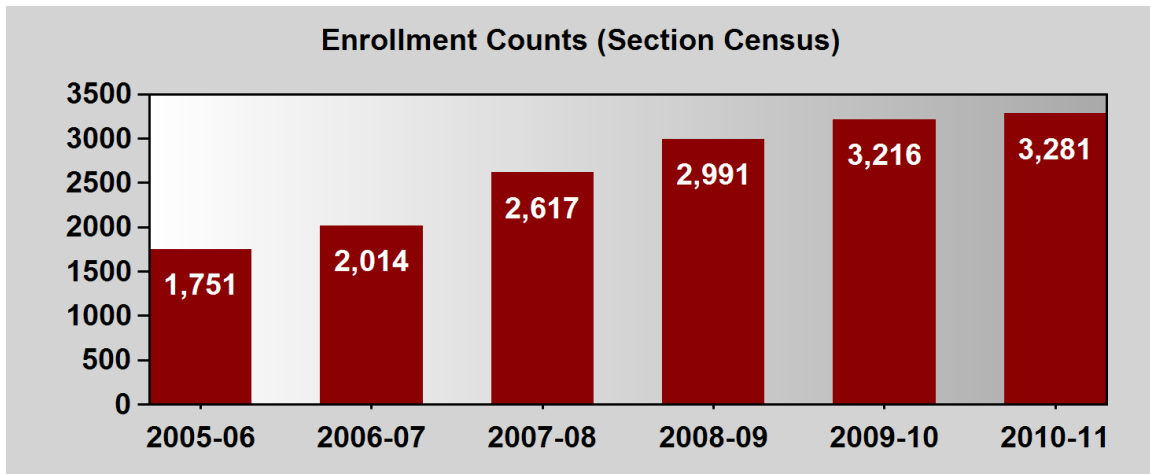
CTVR5 – The History and Appreciation of International Cinema
CTVR7 – Cross Cultural Cinema
CTVR9 – Women in Film
CTVR101 – Video Production Basics
CTVR111 – Audio and Sound Design for Film and TV
CTVR129 – Documentary Production
CTVR191 – Voiceover and Announcing
CTVR262 – Production Management
CTVR264 – Cinematography
CTVR266 – Script Supervising for Film and Television
CTVR268 – Editor's Boot Camp
CTVR290 – Acting for the Camera I
CTVR291 – Acting for the Camera II

We have also added distance education sections to the critical studies courses. These additions have resulted in an 87% increase of enrollment from 1751 in Fall 2005 to 3281 in Fall 2011

Another change we have had in course offerings is the incorporation of prerequisites in production courses. Today, most of our production courses have a prerequisite class, and production sequences are streamlined. The best example is CTVR101 – Video Production Basics. Unless a student succeeds in the class, s/he cannot take Film Production I (CTVR31), Television Production 1 (CTVR124), Documentary Production

(CTVR129) or Cinematography (CTVR264) It boosted the enrollment in CTVR101. The course always has five sections with 20 – 25 students in each section.

Chart B2: Enrollment Counts



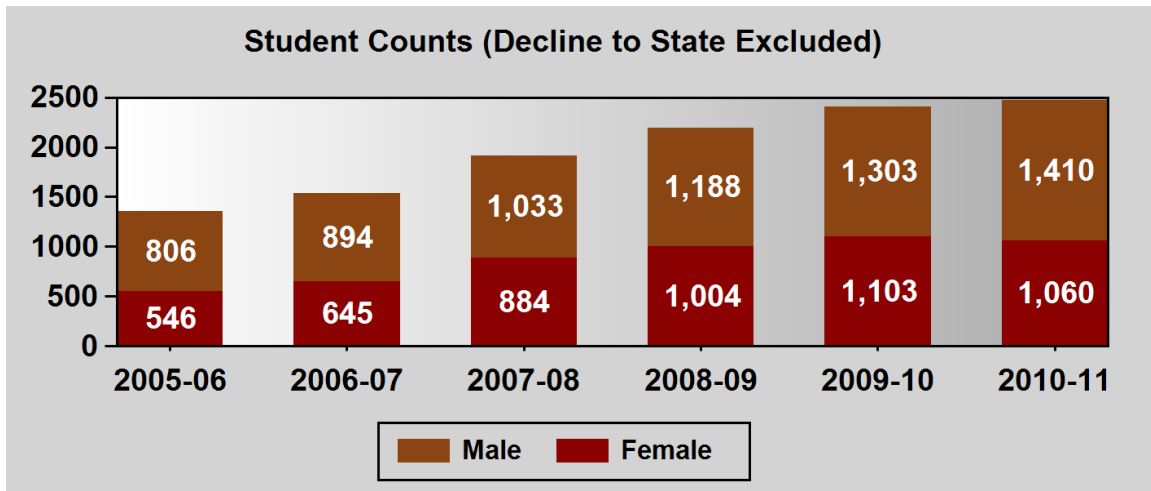
C: Student Success

Student Profile – Gender Characteristics

Generally, the Cinema –Television-Radio Department has more male students than female students. According to unofficial observations, the numeric discrepancy between female and male students is even greater in production courses; the female-to-male ratio could be up to 1:4 or 1:10 in many production classes. However the female enrollment ration has significantly changed. It has increased from 546 in 2005-06 (40.7%) to 1,060 in 2010-11 (42.9%)

This gender discrepancy would be a reflection of the professional media production world, which is historically male dominant. Instructors have to be careful to make sure that female students get a fair opportunity and take a major role in production including a producer, director, cinematographer, and editor.

Chart C1: Cinema-Television-Radio Student Profile – Gender

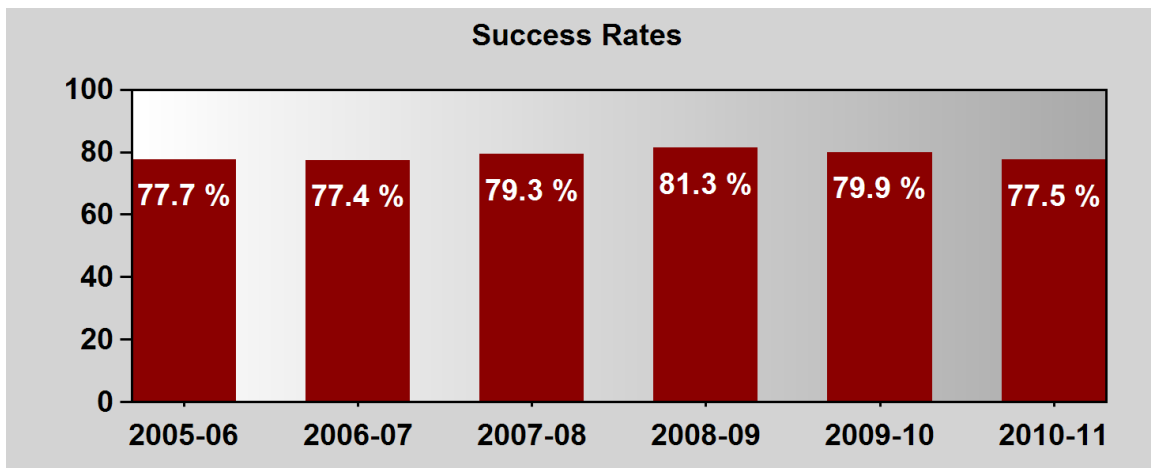


Success and Retention

The Cinema-Television-Radio Department has seen tremendous success both in the classrooms and in the career paths students take after graduating our program.

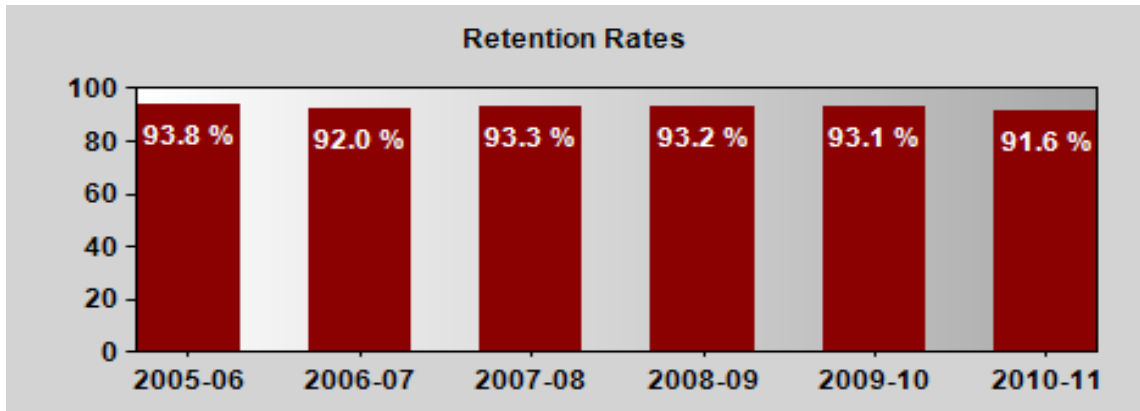
The success rate of students in Cinema-Television-Radio courses for the past six years has been between 77% and 82%. Our success rate is much higher than the college average of the same period (between 72% and 75%).

Chart C2: Cinema-Television-Radio Success Rate



Meanwhile, our retention rate has been consistently over 91%. This is also higher than the college average of 89-90%.

Chart C3: Cinema-Television-Radio Retention Rate



The high success and retention rates are huge accomplishments of our students as well as our instructors and staff members. Many of our classes are CTE and require extensive and intensive work throughout the semester. The data show that our students have outstanding work ethics and our instructors are dedicated to helping the students attain their goals as well as being passionate about guiding them.

Recent Student Success Stories

The Cinema-Television-Radio program has a long, diverse history filled with student success stories. Our students have become even more successful last couple years.

This year, two groups of students saw tremendous success at the College Broadcasters Inc. Media Production Convention – one radio student won the Best DJ Award while the Best Short Documentary was awarded to a group of four Documentary Film production students. The CBI is a national association of colleges and universities that have broadcasting programs. Our Cinema-Television-Radio students won the awards over students of major four-year universities including USC, Florida, Georgia, Illinois and Michigan.

This is but one example. Student projects have been shown and won awards at highly competitive film festivals including the Newport Beach Film Festival, Big Bear Film Festival, New York Film Festival, Santa Cruise Film Festival, Byron Film Festival and Lake Arrowhead Film Festival to name a few. Local papers including Orange County Register, OC Weekly, and San Juan Capistrano Dispatch have featured student projects.

As for employment, graduates of film production classes are working on various Hollywood film sets including *Spiderman 4* and *Transformers*. Another former student went on to work for Red Camera and now is an assistant to the Oscar nominated director, David Fincher. Acting students have been cast in roles on television shows, commercials, and in films and have become members of the Screen Actors Guild. A couple of television production students became an integral part of the annual Emmy broadcast, while another found a full-time job at ESPN. The department is also regularly

contacted by local video production companies such as OC Creative Media and Cox Communication Entertainment, who are looking for capable crew members. Many production students generally start their career as interns while they were still students at Saddleback. Due to their level of training and professionalism, they get hired after the internship is over.

Meanwhile, it is worth noting that one recent graduate, who came to our program seeking a career change, was hired as a full-time instructor by Cochise College in Arizona last year.

Only a few other 2-year and 4-year colleges in California have this high success in production, distribution and employment.

D: Facilities, Technical Infrastructure, and Resources

D1: Facilities and Technical Infrastructure

Instructional Facilities

We have seen many upgrades in our equipment and facilities, owing to the help from the college, district and the VTEA and CTE/WIP grants we have received, though the support from the college and the district has dwindled while VTEA is over and CTE will end soon. Still, there are issues that need to be resolved sooner rather than later. The major issue is the separation of KSBR and the future library plan.

The separation of KSBR is a long-time problem. In 1990, the KSBR studios were moved from the Cinema-Television-Radio facilities in the Library to the then-new Student Services Center, in part to facilitate funding for that building. While the move provides KSBR with a more visible location, it also means that the advanced radio lab (KSBR) is now in a completely different building than the beginning radio labs and the only radio classroom. Because of FCC staffing requirements, it makes it very difficult for the radio staff to work with a majority of the students in the radio program. The separation of KSBR from the rest of the Cinema-Television-Radio facilities also impairs the ability of the department to follow the industry trend of convergence between media types. With the reconfiguration of the Library, it is hoped that the KSBR operations will once again be integrated with the rest of the department.

However, the future plan for the Library building, where we are supposed to be housed is compromising the goal of convergence. The floor plan changes every time it is presented to us. What is promised to us as new equipment and new facilities, changes each time it is presented. As of now, when we are writing this report, we are not sure if our basic needs, including TV studio equipment and facilities as well as radio station equipment and facilities, will be met. Everyone in the administration has a different answer to our question. The students would be impacted the most, if the Department's basic needs are not successfully addressed by the administration by the time the new Library building opens.

D2: Resources

Film Collection

While the Cinema-Television-Radio department proudly provides students with hands-on experience and practical skills, it is also important for students to watch and analyze classic works so that students can enrich their knowledge and enhance their creative talent. Moreover, in critical study courses such as The History and Appreciation of American Cinema (CTVR3), The History and Appreciation of International Cinema (CTVR5), Cross Cultural Cinema (CTVR7), and Women in Film (CTVR9), film viewing is a critical component. The Saddleback College Library has increased its film collection last few years, but it is not large enough for our program needs. A large number of classical, historically important films are not available at the library. It is especially true for CTVR5 and CTVR7, since rare and/or foreign films are screened in these classes. To fill the void, the Cinema-Television-Radio department, using its instructional money, or even with faculty using their own personal funds, regularly purchase film titles to add to the department collection. Instructors often bring films from their personal collections to show in their respective classes. Without these individual efforts, students' learning experience would be severely compromised.

Instructional Support

Instructional support within the department is excellent. The Cinema-Television-Radio Department has two part-time instructional assistants including the most recent addition of a new part timer and two full-time video production specialists. One of the video production specialists, Mark Kruhmin, was named the classified employee of the year for 2009. Their expertise and willingness to help the faculty creates a wonderful learning/teaching environment and supports the goals of the department. They even offer direct assistance to students when they work on a project outside of class time. Without their support and dedication, many courses would suffer a significant drop in technical quality.

Section 3 – Needs Assessment

Human Resource Needs Cinema-TV-Radio Department

The Cinema-TV-Radio Department was moved from the Division of Advanced Technology and Applied Science to the Division of Fine Arts and Media Technology in the Fall of 2009. Spring 2010 marked the physical relocation of the Department from the Library building to the Village and former Gaucho Strength Center. The Radio Labs moved from the Library to the Village. The changes in division and location have created challenges and new needs for the faculty, staff and students.

A. Human Resource Needs

The Cinema-TV-Radio Department has experienced tremendous growth in the past six years. The number of course sections has increased by 75% and student enrollment has more than doubled.

	2007	2011	Increase
TOT SEC	77	93	+20.7%
C1 ENR	2,617	3,281	+25.3%
WSCH	8,405	10,945	+30.2%
P/T WFCH	196.5	266.9	+35.8%
TOT FTE	18.4	23.2	+26%

The growth of the Department and the development of a Screen Acting and Voice Performance Certificate program led to the Fall 2011 hiring of a new full-time, tenure-track instructor.

The burgeoning enrollment in all CTVR courses and three screen-acting classes have made the need for three additional part-time staff members paramount. The Studio, Editing and Radio Labs and Village 5 classrooms have day and evening classes five days a week. These three locations need to be manned and supervised.

1) The need for three part-time staff members arises from the educational needs and demands of over two hundred and thirty-five students involved in technical production every semester. These students need to access the Studios, Editing Studio and Radio Labs during the weekends. Approximately eight hundred and twenty-five combined film, television and radio projects are produced per semester, to include seventy-five film productions, thirty television projects, one hundred and twenty directing projects, two hundred and forty acting projects, one hundred and twenty editing class projects, two hundred and forty video production projects and one hundred voice-over projects. In addition to the above numbers, there are projects for the radio broadcasting, cinematography, and documentary classes. The CTVR department also runs a film festival, the college birthday bash, a television station, a radio station and two outlets that account for more online views and/or hits than all other campus activities combined.

- 2) Our current staff is inundated with requests from the community and the college to create archival and promotional materials with each mini-production requiring hours of work, logging and transferring media data, post production editing, including color correction, and sound design. These requests make the job of completing projects, maintaining equipment, repairing equipment, checking out equipment and supervising classrooms and labs a herculean task.
- 3) The students need to have access to the Studios and Editing Studio and Radio Lab in order to work on their class projects in a thorough, industry-standard manner. The Studio and labs cannot be kept open or maintained during the evenings and weekends due to the lack of staff.
- 4) There are only six stations in the editing lab. With a multitude of projects, a growing number of students and deadlines for project completion, it has become impossible for projects to be finished due to a limited number of editing bays and a restrictive time schedule.
- 5) The current situation has adversely affected the quality of work in the assigned projects.
- 6) The given circumstances of a lack of up-to-date equipment, a lack of staff assistance and supervision, due to the department being understaffed, and restrictions on lab hour availability, compromise the training of the students and their ability to be competitive in the industry.
- 7) The CTVR Village facility is housed in different buildings: Village classrooms are a quarter of a mile away from the Studio. KSBR, our resident radio station, is over a mile away from the Studio, staff and faculty. This further increases the need for three additional part-time staff members because the faculty cannot be in three places at once. This situation increases the possibility of accidents and hence exposes the college to potential liability.
- 8) Additional staff and expanded hours of availability for the Studio, Editing and Radio labs are essential for the success of the students enrolled in any of the five Certificate Programs and for those students preparing to transfer to four-year colleges.
- 9) Another full-time faculty member is needed to give the students continued training in Editing, Digital Effects, Sound Design, Animation, Art Direction, Pre-production and Post production.
- 10) When the library remodel is completed and the radio labs are moved back to that facility, faculty offices will need to be adjacent to the labs.
- 11) Due to the Department being housed in three different facilities while also being understaffed, \$21,000 worth of equipment was stolen over a period of three weeks during Spring semester of 2011. Equipment was set up in the Studio for the imminent arrival of students from the Village classroom and was subsequently stolen during these brief windows of time.

B. Instructional Needs

A high reliance on part-time faculty makes it difficult for the department to coordinate curriculum and the progression of sequential training between courses.

Most of the department's production courses and all of the certificate programs have prerequisite courses. These courses provide the foundation for progressive training with advanced applications. CTVR 101 Video Production Basics is the prerequisite for the majority of advance production courses including Film I, Television I, Directing for Film and Television, Cinematography, and News and Public Affairs. CTVR 101 has multiple sections with full enrollment in each section. There is also demand for Video Production Basics training for the lay person who wants to chronicle and organize all their digital media in a seamless and visually dynamic way.

As noted in Section A, the given circumstances of a lack of up-to-date equipment, a lack of staff assistance and supervision, due to the department being understaffed, and restrictions on lab hour availability, compromise the training of the students and their ability to be competitive in the industry.

As noted in Section A, additional staff and expanded hours of availability for the Studio, Editing and Radio labs are essential for the success of the students enrolled in any of the five Certificate Programs and for those students preparing to transfer to four-year colleges.

As noted in Section A, another full-time faculty member is needed to provide the students continued training in Editing, Digital Effects, Sound Design, Animation, Art Direction, Pre-production and Post production.

The employment opportunities within the industry require that students specialize. A full-time instructor with a breadth of professional experience in post-production would create a curriculum of training commensurate with industry standards, needs and demands.

As noted above in Section A, the need for three part-time staff members arises from the educational needs and demands of over two hundred and thirty-five students involved in technical production every semester. These students need to have access to the Studios, Editing Studio and Radio Labs during the weekends. Approximately eight hundred twenty-five combined film, television and radio projects are produced per semester, including seventy-five film productions, Thirty television projects, one hundred-twenty directing projects, two hundred forty acting projects, one hundred-twenty editing class projects, two hundred-forty video production projects and one hundred voice over projects. In addition to this number are projects for the radio broadcasting class, cinematography class and documentary class. The CTVR department also runs a film festival, the college birthday bash, a television station, a radio station and two outlets that account for more online views or hits than all other campus activities combined.

Apple completely redesigned the industry standard software for digital video editing and changed its licensing system. The department's current licensing agreement accommodates only thirty-six computers.

The CTVR Department needs FCP X (Final Cut Pro X) for the twenty-six computers in Village 5-08 as well as Studio B Editing Lab and its six stations. In addition there are seven computers used by staff and faculty which total thirty-nine computers.

The department also needs to invest in and buy Avid or Adobe for sixty-six computers. The industry is moving away from using Final Cut Pro X due to the limitations within the Final Cut X program.

C. Research Needs

The Cinema-TV-Radio faculty and staff have continued their training in order to keep up to date with new technology, procedures and skills.

Workshops, additional training and seminars cost around \$1500.00. In order for the department faculty to be thoroughly trained in new technology more funds are necessary and required. In the interim, members of the faculty have paid for some training out of their own pocket since sufficient funds are not available. The College and District need to lend their support to ensure that the CTVR programs maintain industry standards.

Nationally and globally, video production is moving from standard definition to HD High Definition. Due to this transition, the process, procedures, techniques and troubleshooting skills from pre production planning to production to post-production are changing dramatically and swiftly.

D. Technical, Equipment and Other Resource Needs

The Department Audio Labs are obsolete. They need to be updated so that the curriculum and structure between the Radio classes and KSBR can be more streamlined, by working together synergistically.

An additional T.V Studio set with cameras, lights and control room is imperative for KSBR to perform simulcast news broadcasting and live music shows for the radio and the web.

Apple completely redesigned the industry standard software for digital video editing and changed its licensing system. The department's current licensing accommodates only thirty six computers.

The CTVR Department needs FCP X Final Cut Pro X for the twenty-six computers in Village 5-08 as well as Studio B Editing Lab and its six stations. In addition there are seven computers used by staff and faculty which leaves a total of thirty-nine computers.

The department also needs to invest in and buy Avid or Adobe since the industry is moving away from using Final Cut Pro due to the limitations within the Final Cut X program.

As noted in Section A, there are only six stations in the editing lab. With a multitude of projects, a growing number of students and deadlines for project completion, it has become impossible for projects to be finished due to a limited number of editing bays and a restrictive time schedule.

In order for the program to best prepare students for the highly competitive, professional world, the CTVR Department must seek basic aid funds from the College District so that the current equipment and facilities can be updated, replaced and renovated.

E. Facility Needs

It is imperative that the KSBR facilities and Radio labs computers to be upgraded. KSBR also needs a T.V studio set up for them in order to simultaneously broadcast on the radio and the web.

Classrooms need to be next to the Studio facility. Currently, the classrooms are a quarter of a mile away. Students must collect all their belongings, hike up to the Studio and then after completion of a filming exercise, they must hike back to the classroom. KSBR is a mile away from the radio labs.

As noted in Section A, when the library remodel is completed and the radio labs are moved back to that facility, faculty offices will need to be adjacent to the labs.

As noted in Section A, the students need to have access to the Studios and Editing Studio and Radio Lab in order to work on their class projects in a thorough, industry standard manner. The Studio and labs cannot be kept open or maintained during the evenings and weekends due to the lack of staff.

As noted in Section A, there are only six stations in the editing lab. With a multitude of projects, a growing number of students and deadlines for project completion, it has become impossible for projects to be finished due to a limited number of editing bays and a restrictive time schedule.

The Studio needs to have its own restroom facility so that students are not absent from their practicum exercises in the Studio for more than five minutes while they hike down to another building to use their restroom.

The Studio needs a greenroom for pre-production and post-production meetings, casting calls, auditions and workshops and faculty and staff meetings.

The audio labs are in dire need of soundproofing. Currently, the sound from the audio labs can be heard in two of the lecture and lab classrooms.

The CTVR department has no storage facility for props, set pieces and flats. Faculty members have no storage space to accommodate the needs of the film and television production classes.

As noted in Section A, due to the department being housed in three separate facilities, \$21,000 worth of equipment was stolen over a period of three weeks during Spring semester of 2011. Equipment was set up in the Studio for the imminent arrival of students from the Village classroom and was subsequently stolen during these brief windows of time.

F. Marketing and Outreach Needs

As noted in Section A, our current staff is inundated with requests from the community and the college to create archival and promotional materials with each mini-production requiring hours of work, logging and transferring media data, post production editing including color correction and sound design. These requests make the job of completing projects, maintaining equipment, repairing equipment, checking out equipment and supervising classrooms and labs a herculean task

The Cinema-TV-Radio Department is an active participant of the Career Technology Education Program. This partnership is essential for the growth and development of the department's relationship with local high schools.

CTVR 101 Video Production Basics and CTVR 124 Television I, work with the high schools as a part of CTE. This promotes the program and gives the students introductory skills and a solid foundation for them to join the advanced classes in the CTVR Department once they have enrolled in Saddleback College

The CTVR Department hosts a High School Film Festival. These efforts have resulted in the CTE Collaborative Grant being awarded to our department.

Outreach Needs

Our current outreach needs are the recruitment of more women, veterans and students of different ethnicities. Women are becoming a driving force in a once patriarchal industry. Veterans want to explore new careers. We live and work in an industry and an economy that is supported by a global community. It is therefore imperative to have students of different ethnicities participate in the process of creating an artistic vision that encompasses their point of view and shows others the universality of our humanistic values.

Section IV: Appendices

A. Organizational Chart

Division of Fine Arts and Media Technology

- Art
- Cinema-Television-Radio
- Music
- Photography
- Speech
- Theater Arts

B: Five-Year Program Staffing Profile

Cinema-Television-Radio Staffing Levels for Each of the Previous Five Years

Position	Staffing Levels for Each of the Previous Five Years					% Change from Year 1 to Year 5
	2006/07	2007/08	2008/09	2009/10	2010/11	
Administration	2	2	2	2	2	0%
Classified Staff FT	3	4	3/4	4	3/4	0%
Classified Staff PT	2	2	2/1	1	1	-50%
Faculty FT	3	3	3	3	3	0%
Faculty PT	14	13	17	18	19	+36%

In year 2006 Terry Wedel was changed to an administrative position bringing Administration back up to two people and dropping Classified Staff FT to three. In Fall 2008, PJ Shramel retired. Matt Brodet took the position in Spring 2009 and became FT from PT.

C: SLO Assessment Forms

Communication Arts – SLO Assessment

I Expanded Statement of Institutional Purpose	II Program Student Learning Outcomes	III Assessment Method and Criteria for Success	IV Assessment Results	V Use of Results
<p>Saddleback College Goal:</p> <p>To provide a comprehensive, broad range of high-quality courses and programs to enable students to pursue their educational objectives and career goals. Vocational Certificates of Achievement and Occupational Skills awards are designed to prepare students to qualify for positions in business and industry, technical fields, and selected professions (Vocational and Occupational Education).</p>	<p>1. Graduates of the Cinema, Television, Radio Program will have skills and knowledge required to be successful in the media production industry and/or to excel in four-year institutions. Graduates of the Cinema, Television, Radio Program will have a general understanding of the technical, cultural and economic history and trends of either radio, television or film</p>	<p>1. 70% of the Cinema, Television, Radio students will score 70% or higher on the comprehensive skill exams in the production classes at the end of the semester.</p>	<p>1. 75.2% of the Cinema, Television, Radio students scored 70% or higher on the comprehensive skill exams in the production classes at the end of the semester.</p>	<p>1. We exceeded the goal in Spring 11. But the Department will aim higher, since the comprehensive exam is one of the ways to gauge the progress of students.</p>

I	II	III	IV	V
Expanded Statement of Institutional Purpose	Program Student Learning Outcomes	Assessment Method and Criteria for Success	Assessment Results	Use of Results
<p>Goals:</p> <p>The goals of the Cinema, Television, Radio Department are:</p> <p>1. to prepare students with the knowledge, skills, and hands-on experience needed for both entry-level and advanced employment in media production including radio, television and film</p> <p>2. to prepare students of Cinema, Television, Radio Department for transfer to 4-year institutions through articulated course offerings and AA and AS degree programs</p>	<p>2. Graduates of the Cinema, Television, Radio Program will have a demo reel, which can showcase their skills and knowledge and help them find employment.</p>	<p>2. 70% of the graduates of the Cinema, Television, Radio Program have done a project on a reel in the field they are interested.</p>	<p>2. 81.1% of the graduates of the Cinema, Television, Radio Program have done a project on a reel in the field they are interested.</p>	<p>2. We got a great result here. The reel demonstrates the skills students have acquired. So, the next step is to improve the quality of the reel even more, though it is not really measurable.</p>

I	II	III	IV	V
Expanded Statement of Institutional Purpose	Program Student Learning Outcomes	Assessment Method and Criteria for Success	Assessment Results	Use of Results
	<p>3. Graduates of the of the Cinema, Television, Radio Program Department are ready for job hunting or transferring to a four-year institution.</p>	<p>3. 70% of the responding students for a survey feel confident and ready for a job market or transferring to a four-year institution in the Cinema-TV-Radio discipline, based on the skills and knowledge they gained in our classes.</p>	<p>3. 92.2% of the responding students for a survey feel confident and ready for a job market or transferring to a four-year institution in the Cinema-TV-Radio discipline, based on the skills and knowledge they gained in our classes.</p>	<p>3. The rigor and quality of our education is reflected here. We have to maintain the high level of our classes.</p>

D: Cinema-Television-Radio Program Review Data Set

**Cinema-Television-Radio
Program Review Data Set
December 2011
Attached Separately**